



# DelDOT - Development Coordination EMAIL-BLAST

**Subject:**

PDCA Update: Traffic Impact Study (TIS) Process

**Effective Date:**

April 6, 2021

*Notice*

In our continual efforts to find areas of improvements throughout our Department, the Development Coordination Section has implemented internal process changes within the Traffic Impact Study (TIS) / Traffic Operational Analysis (TOA) reviews. These changes will increase efficiency of the reviews and decrease the overall timeframe the Traffic Analysis Reviewers need to complete the reviews.

While the majority of the improvements only effect our Department and PDCA internally; a change within the TIS/TOA Scoping Meeting Request process presented the need to update and create a new step within the ‘**TIS/TOA Scoping Meeting Request**’ submission in PDCA, that will require action from you, the user (as described below).

**‘TIS/TOA Scoping Meeting Request’ Submission**

1. An email notification, ‘TIS/TOA Scoping Meeting Memo Available’, will automatically be sent once the Traffic Analysis Reviewer has uploaded the Scoping Memo, informing you the Scoping Memo has been uploaded and available to view.
2. When viewing the submission from the Project’s page, the action buttons ‘Accept’ and ‘Request Revision’ will now be present and you will be required to choose one of these actions in order to continue to move through the TIS/TOA process. After thoroughly reviewing the TIS/TOA Scoping Memo, please choose either to:
  - a) **Accept** – you are accepting the Scoping Memo as written, or
  - b) **Request Revision** – you are requesting a revision to all or some of the Scoping Memo as written. (When choosing this option, **before** clicking the action button, please provide specifics to the revisions being requested by uploading a document listing requested revisions or briefly describing requested revisions in the ‘Notes’ tab).

TIS/TOA Scoping Meeting Request 1  
Status: Reviewing Submission Date: 03/08/2021

1 2

Accept Request Revision

1 Review Type 2 Documents 3 Submission Checklists 4 Notes 5 Meeting Form

Requested Review Type:  
TIS/TOA Scoping Meeting Request

For more information, please view the updated [TIS Instructional Guide – 4/1/2021](#) on our [Development Coordination](#) website.

If you have any questions, please feel free to contact the Development Coordination Section at 302.760.2266.

April 6, 2021